Evaluation Plan Guidelines for Statewide Instructional Technology Project

Under the Ed Tech legislation, the successful proposal must produce factual documentation illustrating how their proposal is increasing student achievement and having a positive impact on teaching and learning. The following document will guide you through the process of preparing, implementing, and scientifically evaluating the grant proposal through a comprehensive data-driven process. An excellent resource for evaluating technology projects can be found at the United State Department of Education site: http://www.ed.gov/pubs/EdTechGuide/ or www.neirtec.org/evaluation. These guides will take you through designing a scientifically based, measurable technology evaluation process. Applicants must comply with data submission and evaluation requirements in order to receive funding through Title IID. **Baseline data must be included. Progress reports must be submitted annually. Report findings and outcomes must be submitted at the conclusion of the project.**

STEP 1. The baseline data should provide information at the start of a program. This data will be used to set goals and benchmarks to determine the amount of change you desire throughout the stages of your project. Baseline data is collected **BEFORE** the beginning of your project. There are many sources of data that can be collected and utilized effectively when creating your goals, benchmarks and expected outcomes. Examples of data that can be used include surveys, interviews, school records, standardized test scores, observations, technology documents and portfolios.

STEP 2. Analyze your technology needs through the baseline data and evaluate how it fits with the program goals.

STEP 3. Dissect each goal and determine realistic strategies that will lead to the achievement of the overall goal. Choose strategies you can measure and prove have been implemented. Some goals will require more strategies than others. This section outlines your step-by-step process for reaching your end of program expected outcomes. It also gives you a guide for staying on track with your project.

STEP 4. Develop indicators of achievement. These statements must be measurable using terms such as a percentage of teachers or the number of computers, etc. The indicators will be more specific than your strategies. Setting achievable indicators will be a key to the successful completion of your project.

STEP 5. Set benchmarks and target dates that will define the progress the district expects to make at specified points in time with respect to each indicator. These benchmarks should show the process for ongoing evaluation of the technology project. At a minimum, benchmarks should be set for each year of the project (2005-2006, 2006-2007, 2007-2008).

STEP 6. List the data sources you will use to continuously measure progress. These can include test scores, surveys, interviews, graduation rates and portfolios. Every project will be monitored by the Arizona Department of Education and data should be readily accessible that demonstrates ongoing evaluation of projects. Examples of data sources will be required when the technology assistance team visits your site.

STEP 7. Describe the expected outcomes of each goal. Student achievement and teacher technology proficiency should be integral in your expected outcomes.

STEP 8. Prepare your report of results, findings, and recommendations at the completion of your project. This report will be due to the Office of Technology at the completion of your three-year project.

Please use the sample evaluation plan and worksheet when generating your accountability and evaluation data. A detailed example has been given to you.

Refer to steps one through eight above to ensure proper format.